

## Action Words to Use in your Résumé and Interview Answers

### 1. Did you start something?

Activated	Formed	Initiated	Opened
Adopted	Founded	Instituted	Originated
Began	Generated	Introduced	Started
Established	Implemented	Launched	Undertook

### 2. Did you think up something new?

Conceived	Devised	Invented	Solved
Conceptualized	Discovered	Originated	Synergized
Created	Generated	Perceived	Synthesized
Designed	Improvised	Pioneered	Visualized
Developed	Innovated	Shaped	

### 3. Did you provide something?

Dispensed	Installed	Presented	Responded
Distributed	Offered	Provided	Submitted
Fitted	Performed	Rendered	Supplied
Furnished			

### 4. Did you make something?

Assembled	Drew	Made	Programmed
Built	Engineered	Painted	Published
Composed	Fabricated	Photographed	Sketched
Constructed	Fashioned	Prepared	Used
Drafted	Formed	Produced	Worked

### 5. Did you obtain something new?

Acquired	Expanded	Purchased	Secured
Bought	Obtained	Raised	Solicited
Collected	Procured	Realized	
Cultivated	Produced	Received	

### 6. Did you improve things?

Advanced	Enlarged	Increased	Surpassed
Augmented	Enriched	Modernized	Streamlined
Corrected	Expedited	Reduced	Treated
Cultivated	Extended	Resolved	Updated
Developed	Implemented	Revitalized	Upgraded
Enhanced	Improved	Solved	

**7. Did you make changes?**

Adapted	Extended	Refined	Standardized
Adopted	Extracted	Reorganized	Supplemented
Centralized	Implemented	Restored	Systematized
Combined	Improvised	Restructured	Synergized
Condensed	Modified	Revised	Tailored
Converted	Reconstructed	Separated	Unified
Edited	Redesigned	Simplified	United
Expanded			

**8. Did you discover something?**

Ascertained	Discovered	Perceived	Solved
Determined	Found	Pinpointed	Uncovered
Detected	Identified	Proved	Verified
Diagnosed	Learned	Recognized	

**9. Did you save the day?**

Averted	Prevented	Saved	Succeeded
Diverted	Salvaged	Solved	Withstood
Prevailed			

**10. Did you finish something?**

Achieved	Concluded	Finalized	Reached
Accomplished	Ended	Finished	Realized
Attained	Established	Fulfilled	Terminated
Completed	Executed		

**11. Did you evaluate something?**

Analyzed	Compared	Perceived	Rated
Appraised	Evaluated	Qualified	Reasoned
Assessed	Judged	Quantified	Reviewed

**12. Did you observe or pay special attention to something?**

Addressed	Investigated	Perceived	Studied
Examined	Inspected	Questioned	Surveyed
Experimented	Measured	Read	Tested
Explored	Observed	Researched	Weighed

**13. Did you make decisions?**

Activated	Approved	Decided	Resolved
Adopted	Concluded	Determined	Settled

**14. Did you negotiate?**

Arbitrated	Mediated	Reasoned	Settled
Balanced	Moderated	Reconciled	Solved
Intervened	Negotiated	Resolved	

**15. Did you organize something?**

Arranged	Complied	Coordinated	Prepared
Assembled	Compiled	Correlated	Structured
Categorized	Connected	Implemented	Summarized
Collected	Consolidated	Organized	Systematized
Combined			

**16. Did you operate something?**

Conducted	Handled	Performed	Repaired
Controlled	Implemented	Troubleshoot	Tended
Fixed	Maintained	Ran	Used
Functioned	Operated	Rebuilt	Worked

**17. Did you document something?**

Certified	Logged	Recorded	Supported
Charted	Mapped	Researched	Tabulated
Documented	Proved	Substantiated	

**18. Did you explain something?**

Defined	Detailed	Elucidated	Explained
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**19. Did you make connections?**

Aligned	Connected	Matched	Merged
Networked			

**20. Did you understand something?**

Attributed	Grasped	Perceived	Translated
Discerned	Interpreted	Transcribed	

**21. Were you responsible?**

Assured	Ensured	Protected	Secured
Confirmed	Guaranteed	Satisfied	Inspected
Delivered	Guarded	Safeguarded	

**22. Were you future-oriented?**Estimated  
ForecastedDeterred  
HypothesizedPredicted  
PreventedProjected  
Strategized**23. Did you work with people?**Advised  
Coached  
Convinced  
Counseled  
Educated  
FacilitatedGuided  
Influenced  
Informed  
Inspired  
Instructed  
ListenedMentored  
Motivated  
Persuaded  
Prescribed  
Probed  
RecommendedReinforced  
Rehabilitated  
Served  
Taught  
Trained  
Tutored**24. Were you part of a team?**Advised  
Aided  
Assisted  
CollaboratedConferred  
Consulted  
Cooperated  
FacilitatedFostered  
Helped  
Joined  
Met withParticipated  
Served  
Teamed with**25. Did you manage or lead?**Acted  
Administered  
Advised  
Conducted  
Controlled  
Directed  
Facilitated  
FosteredGoverned  
Handled  
Headed  
Implemented  
Inspired  
Influenced  
IntegratedLed  
Maintained  
Managed  
Motivated  
Navigated  
Ordered  
OversawPerformed  
Piloted  
Processed  
Scheduled  
Showed  
Supervised  
Used**26. Did you supervise employees?**Appointed  
Awarded  
Enlisted  
ElectedEmployed  
Enforced  
Evaluated  
FiredHired  
Interviewed  
Nominated  
RecruitedReferred  
Selected  
Staffed  
Terminated**27. Did you communicate something?**Communicated  
Demonstrated  
Displayed  
Dramatized  
Explained  
IllustratedLectured  
Modeled  
Persuaded  
Presented  
Proposed  
PublicizedRelated  
Reported  
Represented  
Shared  
ShowedSpoke  
Submitted  
Symbolized  
Verbalized  
Wrote

**28. Personal Descriptors**

Able	Confident	Intelligent	Risk-taking
Accommodating	Dynamic	Intuitive	Self motivated
Accountable	Effective	Leading edge	Sensitive
Analytical	Effective writer	Learning	Serious
Articulate	Energetic	Open	Service-oriented
Authentic	Enthusiastic	Organized	Sincere
Autonomous	Experienced	Perceptive	Skilled
Available	Flexible	Powerful	Straight-forward
Catalytic	Growth-oriented	Producing	Supportive
Challenged	Hardworking	Professional	Talented
Clear thinker	Humorous	Quality-oriented	Team Contributor
Committed	Initiator	Quick-study	Thorough
Compassionate	Insightful	Results-oriented	Versatile
Concerned			